Position Title: Application Programmer/DBA
Supervisor: Systems Manager, Office of Information Technology
Classification: Administrative Management (Exempt)

The Application Programmer/DBA provides technical support to the campus community for a wide variety of administrative and academic applications. The Applications Programmer/DBA installs and configures purchased applications and works closely with the Application Systems Analyst to ensure the applications are installed to specifications. In addition, the Application Programmer/DBA also provides DBA support for the Databases/Servers in use by the College’s applications.

Characteristic Duties & Responsibilities:

- Provides technical support for vendor and homegrown applications on client server and web based platforms
- Works closely with end-users and the Application Systems Analyst to identify application needs
- Installs/Configures purchased applications on server and client platforms
- Works with other IT experts to address networking and hardware needs
- Develop, implement, and maintain standalone programs, and subsystems on client server and web based platforms
- Resolves end-user software issues through programming, reporting, etc…
- Provides hardware and software training to end-users as needed
- Maintains working relations with software and hardware vendors to facilitate software updates, enhancements and problem resolution
- Travel may be required to attend vendor software meetings and/or software and hardware training programs
- Work from home as required
- Overtime as necessary to resolve production issues
- Other duties as assigned
- Monitor databases to maintain peak performance
- Create/Test backup and restore strategies for databases
- Provide instruction for OIT personnel on database programming practices

Required Skills & Experience

- Degree in Computer Science or a closely related field
- Minimum of two years experience and proficient in the use of: programming languages such as HTML, SQL, Java, JavaScript, Perl, SQL, and Visual Basic; relational database such as Access, MS SQL; database application development tools such as Visual Basic, MS Access; and report writers such as Crystal Reports
- Minimum of one year experience in requirements definition, analysis, programming, testing, and implementation
- Demonstrated experience administering MS SQL Servers – including but not limited to: installation, backup, restores, and performance monitoring
- Demonstrated experience installing, configuring, integrating, maintaining and supporting vendor software packages
- Able to think logically and analytically in a problem-solving environment
- Self-reliant and able to work independently as well as being able to work as part of a team
- Good oral and written communication skills
- Able to accept responsibility
- Willing to continuously update personal IT skills and knowledge
- Ability to adapt to new technologies

Desirable Skills:

- Knowledgeable in post-secondary administrative application software